

Chairman Rick Combs called the meeting to order at 10:00 a.m. Larry Heller led the Pledge of Allegiance. Board Members present were Rick Combs, Larry Heller, and Paul Campbell. Also present were Judy Miller – Director, Mike Keeley – Deputy Director, and Becky Rudd – Clerk taking record. Let the Record show that there is a Vacancy on the Board due to the untimely death of Democratic Board Member David A. Lane on 6-16-2015.

Chairman Combs then took a few moments to reflect upon the tremendous working relationship Dave Lane had with the other Board Members and staff and the service he provided as a member of the Board of Elections for almost 10 years. He then asked for a moment of silence in honor of David A. Lane.

OTHER ATTENDEES: Beth Hamad, new SOS Liaison

Motion to Amend Minutes of April 23, 2015:

Rick Combs brought to the Board Members attention the need to amend the minutes of April 23, 2015.

2015-37 – Larry Heller made the motion to amend the Minutes of the April 23, 2015 Meeting to reflect the proper Board Members present to sign the minutes at the May 28, 2015 Meeting – deleting Timothy R. Rudd, who resigned from the Board effective April 24, 2015, and was replaced by Larry Heller on May 18, 2015. Paul Campbell seconded the motion. Upon discussion Judy explained that we are approving minutes from a prior meeting and we had left Tim’s name on the Minutes to be approved that were voted on. Our legal counsel, Mary Lynne Birck, was consulted and advised us of the proper procedure in this matter. Judy also advised the Board that the dates were not correct in the motion. Paul Campbell made a motion to amend the date that the Minutes are to be signed from March 26, 2015 to May 28, 2015 (which was a clerical error). Upon roll call, all Members voted “yes”.

APPROVAL OF MINUTES:

2015-38 – Larry Heller made the motion to approve the minutes of the May 28, 2015 Board Meeting. Paul Campbell seconded the motion. Upon roll call, all Members voted “yes”.

APPROVAL OF BILLS:

2015-39 – Larry Heller made the motion to approve and pay the bills as of June 25, 2015. Paul Campbell seconded the motion. Upon discussion Rick inquired about the entry from Hathaway for name plates. Judy explained that several staff did not have a name plate and she did not have a current name plate. Upon roll call, all Members voted “yes”.

CERTIFICATION OF INDEPENDENT CANDIDATES PETITIONS:

Judy reviewed the Independent Candidates that filed to be on the November 4, 2015 General Election Ballot. Judy reviewed the petition checking process with Larry Heller since it was his first meeting for such reviews. Petitions reviewed were as follows: Tim Rudd filed for Municipal Court Clerk, Kevin Miles filed for Municipal Court Judge (full term commencing 1-1-16), and Suellen McCane Brafford and Jason Nagel both filed for Municipal Court Judge (full term commencing 1-2-16). All of the candidates were required to have 50 valid signatures. After checking the petitions, no discrepancies were found, and all of the candidates had enough valid signatures. Judy explained that the petitions are checked by more than one clerk. After a petition is checked by one clerk, another clerk then re-check’s that person’s work. She stated that the staff did a wonderful job of checking these petitions.

2015-40 – Larry Heller made the motion to Certify the candidacy of Timothy R. Rudd for the position of Clerk of the Municipal Clerk: Timothy R. Rudd, to appear as Tim Rudd on the 2015 General Election Ballot. Paul Campbell seconded the motion. Upon roll call, all Members voted “yes”.

2015-41 – Larry Heller made the motion to Certify the candidacy of Kevin T. Miles for the position of Judge of the Municipal Court (full term commencing 1-1-2016): Kevin T. Miles, to appear as Kevin Miles on the 2015 General Election Ballot. Paul Campbell seconded the motion. Upon roll call, all Members voted “yes”.

2015-42 – Larry Heller made the motion to Certify the following Candidates for the position of Judge of the Municipal Court (full term commencing 1-2-2016): Suellen McCane Brafford, to appear on the ballot as Suellen McCane Brafford and Jason E. Nagel, to appear as Jason Nagel on the November 2015 General Election Ballot. Paul Campbell seconded the motion. Upon roll call, all Members voted “yes”.

DIRECTOR’S REPORT:

Judy discussed the Post Warranty Maintenance Contract on the new ES&S Election Tabulation Equipment. The Commissioners purchased the equipment for us but it is our responsibility to maintain the maintenance agreement on the equipment. The Maintenance Contract that we received included an indemnity clause which is not acceptable in Ohio; it was for one year and had provisions for increases at renewals. Judy explained to them (ES&S) that this is not what we agreed to and they also agreed. They sent a new Post Warranty Agreement as originally agreed to that needs be signed.

There is no charge during the 1st year because the equipment is still under warranty. In years 2 through 5 there will be an annual charge of \$50,900 (\$35,750 for maintenance and \$15,150 for firmware license).

2015-43 – Larry Heller made the motion to approve the ES&S Hardware Maintenance and Software License, Maintenance and Support Services Agreement for the term (August 2015 – August 2020) for an agreed amount of \$203,600 – to be paid annually in the amounts of \$50,900 starting in August 2016, after the warranty period of one year. Paul Campbell seconded the motion. Upon discussion Judy added that the date may change to July, if we take delivery at an earlier date. Paul asked if they were going to remove the old ones (M100s and the 2-650s). Judy stated that they were already picked up. We have 6-DS200’s in the office and the new 850 ballot scanner. Dan Shebesta was here and prepared and installed the equipment. Upon roll call, all Members voted “yes”.

Judy reminded the Board that the Secretary of State’s Summer Conference is Friday June 26 at Ohio State University Union Center. Those attending will be Judy Miller, Mike Keeley, Larry Heller, Stephanie Haight and Jackie Smith.

Judy advised the Board that the Democratic Party will be meeting tonight to make a recommendation for the vacant Democrat seat on the Board.

The DIMS User Conference is July 30-31 at the Mohican State Park Lodge. Judy and Jackie Smith will be attending.

Judy updated the Board on the August 4, 2015 Special Election for the Village of Bethel Police Tax Levy. Saturday June 20th was the first day of UOCAVA voting. We did not have any requests but did fill out the appropriate reports and sent them to the SOS. The Close of Registration Advertisement was placed in the newspapers as required by law. The advertising of the “Proclamation” and “Notice of Election” will be placed in the paper 10 days before the election.

Dan Shebesta (ES&S) was here and has already programed the Special Election. The ballot language was approved by Secretary of State and the Village of Bethel. Absentee voting begins July 7 and we will be open until 5 pm (M-F) from that date thru Friday, July 31. The office is required to be open August 1st from (8 am – 12 noon), Sunday August 2, (1 pm – 5 pm) and Monday August 3, we will be conducting in-office voting from (8 am – 2 pm).

Judy reminded the Board about candidate filing fees that are sent to the Ohio Elections Commission (OEC). The OEC contacted us and stated that we had only paid half of the past due amount. Upon further investigation it was determined that we did pay the full amount due and it was an oversight on their part. The payments are being received properly now.

Judy reported to the Board that Pierce Township wanted to file a Fire & EMS Tax Levy for the November ballot. Tim Herschner, Pierce Township Administrator, came in the office at the end of May to file. The Resolution was clocked in and then Tim Herschner discovered a clerical error within the Resolution. He took the Resolution back, which should have remained in this office since it had already been clocked in and therefore “file.” Administrator Herschner came back this week to file the corrected Resolution along with the original Resolution that had been clocked in. Director Miller consulted Mary Lynne Birck (Prosecutors Office) and she advised that the Pierce Township Trustees must withdraw the original Resolution of May 29 and then refile. Administrator Herschner was advised of this.

DEPUTY DIRECTOR’S REPORT:

Deputy Director Keeley advised the Board that the NCOA and Supplemental Mailing went out at the Batavia Post Office yesterday (June 24, 2015). The total mailings are as follow:

NCOA cards	=	=	4,523	
Supplemental cards	=	=	<u>32,182</u>	
Total cards to be mailed	=	36,705 X \$.20	=	\$ 7,341.00
Postage for mailing cards	=	36,705 X \$.1476	=	\$ 5,416.95
Postage on Returns (Est.)	=	20,000 X \$.46	=	<u>\$ 9,200.00</u>
Estimated Total			=	\$21,957.95

Mike updated the Board on the storage of the election equipment and timeline of delivery. The storage area that we have used in the past at the Red Barn is not suitable for the new equipment. They do have an area, the Bingo Hall, that we could use that is climate controlled and we can secure it with alarms. We cannot use the area until August 17 which pushes off the delivery until then. We can get a seven month lease from August 17, 2015 thru February 17, 2016 for approximately 1500 sq ft in the reception hall at the rate of \$725.00 per month which includes utilities. They understand that the new ballot boxes are temperature sensitive therefore they would agree to maintain the temperature between 60 to 78 degrees year round. The room is large enough to have the poll worker training classes there and has an area that Dan Shebesta (ES&S/IT) will be able to work on the equipment. We are already paying to have poll worker classes at different venues. We had planned on using space in the new forthcoming County Records Center, however, Mike was told that they are not going with the plans the architect drew up and they are getting a different architect. The Red Barn will offer us a 3 year lease commencing March 17, 2016 through March 17, 2019. They will construct a secure 1500 sq ft area in the Red Barn which will have a separate heating and air conditioning system, for the rate of \$900.00 per month, which also includes utilities. This would be a different area from the Bingo Hall. The Board discussed these options. Judy stated that we would have it in the budget for this year and then add it in for next year. Paul inquired about the available space in the annex. We would not have enough space in this office for the DS200’s. Rick asked about the alarm and Mike stated he would like Errol to work on it. Judy discovered that the email she received from Amy Brewer misquoted the month the lease would expire in. It should be March 2016 not February 2016.

At 11:17 a.m. the Board went off the Record to get clarification on the lease date.
At 11:36 a.m. the Board went back on the Record.

The Board received clarification on the lease date.

2015-44 – Larry Heller made the motion for a seven month lease; said lease would commence August 17, 2015 and will expire on March 17, 2016. The lease is for approximately 1500 sq. ft. in what we call “the reception hall” at the rate of \$725.00 per month, which includes utilities. We understand that the new ballot boxes are temperature sensitive therefore we would agree to maintain temperature between 60 and 78 degrees year round. During the six months period the Board will be free to use the remainder of the building for poll worker training as we prepare for the presidential election. Paul Campbell seconded the motion. Upon discussion Rick advised the Director to continue to look for outside sources that are more reasonable and inquired about the alarm, Mike said he would consult with Errol. Paul advised that his main concern is that the building is secure. Rick suggested that the Board go to the building to view it before the next meeting. He also asked Judy to check to make sure that the Board can sign the agreement and not the Commissioners. Upon roll call, all Members voted “yes”.

Mike reported that ES&S had a company pick up the (215) M100’s and ballot cans on June 2, 2015, that were traded in on the new DS200 Precinct Ballot Scanners. {The (4) M100’s that the Clinton County Board of Elections borrowed were brought back by Clinton County and they signed the required Receipt Form required by the Secretary of State and were included in the (215) M-100’s that were picked up.}

RESOLUTIONS: None

EXECUTIVE SESSION: None

NEXT MEETING DATE AND TIME:

July 20, 2015 at 10:00 a.m., Regular Monthly Board Meeting,
August 4, 2015, Special Election,
August 5, 2015 by 4:00 p.m., Petition Filing Deadline for the November 3, 2015
General Election Ballot.

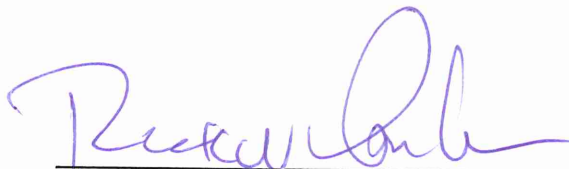
Larry inquired if the Board was going to address the salaries for the Director and Deputy Director. Rick stated that since there was a vacancy on the Board he wanted to wait until there was a full Board to discuss the issue and it can be retroactive.

Judy added that the Democrat Executive Committee was meeting tonight to select someone to fill the vacancy on the Board. Rick asked that she email himself and Larry of the selection.

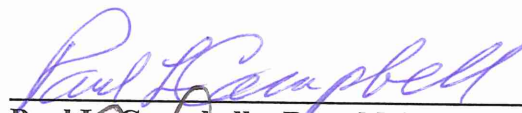
Mike advised that the Unity Computers had the new software installed and had been returned by ES&S. He also stated that when he and Dan went into the computer room yesterday they discovered that an upstairs air conditioner drain had clogged and flowed into the computer room ceiling and leaked through the ceiling tiles in one area. Fortunately the ballot scanner under the leak was covered and there was no damage to the machine.

ADJOURNMENT:

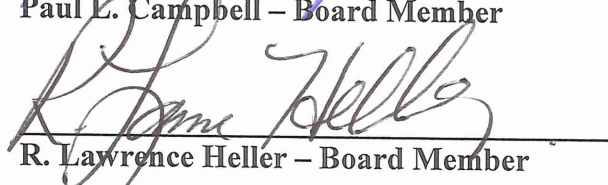
2015-45 – At 11:47 a.m. Paul Campbell made the motion to adjourn. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.



Rick W. Combs – Board Chairman

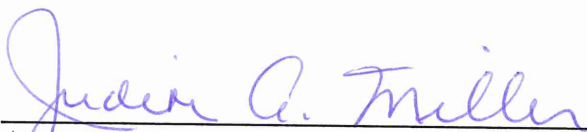


Paul L. Campbell – Board Member



R. Lawrence Heller – Board Member

Vacancy – Board Member



Attest – Judith A. Miller – Director
Minutes signed on July 20, 2015

APPROVAL OF BILLS FOR REGULAR BOARD MEETING
JUNE 25, 2015

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
INVOICES APPROVED BY BOARD MEMBERS:		
BATAVIA POST OFFICE	DEPOSIT FOR PERMIT #28 (BRM) ACCOUNT	\$ 6,000.00
BATAVIA POST OFFICE	ANNUAL PERMIT FEE - PERMIT #28	\$ 225.00
CLERMONT SUN	ADV. FOR SPECIAL ELECTION - BETHEL VILLAGE POLICE	\$ 139.00
DE LAGE LANDEN	COPIER LEASE - 5-15-2015 TO 6-14-2015	\$ 324.57
DONNELLON MCCARTHY	CONTRACT FOR SC321-DM SCANNER THRU 5-31-2018	\$ 750.00
DONNELLON MCCARTHY	COPIES NOV. 2014 TO JUNE 2015	\$ 1,314.92
E. S. & S.	BALLOTS FOR SPECIAL ELECTION - BETHEL VILLAGE	\$ 443.76
E. S. & S.	ELECTION SUPPORT - DAN SEBESTA	\$ 1,485.00
HATHAWAY	SIGNATURE STAMP - LARRY HELLER	\$ 42.90
HATHAWAY	NAME PLATES	\$ 89.95
OFFICE DEPOT	COPY PAPER 11 X 17	\$ 62.30
OFFICE DEPOT	BATTERIES & COPY PAPER	\$ 284.26
OFFICE DEPOT	PRINTER FOR FRONT COUNTER	\$ 99.00
PITNEY BOWES	POSTAGE MACHINE RENTAL - JUNE	\$ 350.00
RB PRINTING	LETTERHEAD	\$ 66.31
SAM'S CLUB	ANNUAL MEMBERSHIP DUES	\$ 45.00
SHERMAN SIGNS, LLC	VINYL LETTERING - FRONT WINDOW	\$ 62.00
TIME WARNER	CABLE PAYMENT	\$ 22.72
J. ROBERT TRUE	PHONE BILL - MAY 2015	\$ 334.11
STAFF SALARIES	PAY PERIOD 05-25-15 TO 06-07-15	\$ 14,172.81
BOARD SALARIES	PAY PERIOD 05-25-15 TO 06-07-15	\$ 1,953.40
STAFF SALARIES	PAY PERIOD 06-08-15 TO 06-21-15	\$ 14,172.83
BOARD SALARIES	PAY PERIOD 06-08-15 TO 06-21-15	\$ 1,953.40
	TOTAL	\$ 44,393.24

